

# BRODSKY

West End Towers, 55-75 West End Ave, NYC 10023 (212) 333-2040, Fax (212) 333-3223  
South Park Tower, 124 W. 60th St, NYC 10023 (212) 863-3000, Fax (212) 863-3333  
The Concerto, 200 W. 60th St, NYC 10023 (212) 863-3000, Fax (212) 863-3333  
One Columbus Place, NYC 10019 (212) 863-3000, Fax (212) 863-3333  
360 West 43rd St, NYC 10036 (212) 262-2100, Fax (212) 245-5945  
420 West 42nd St, NYC 10036 (212) 245-0000, Fax (212) 245-5945  
West Pierre, 253 West 72nd St, NYC 10023 (212) 580-0102, Fax (212) 580-6356  
South Pierre, 160 West 71st St, NYC 10023 (212) 580-0102, Fax (212) 580-6356  
The Croydon, 12 East 86th St, NYC 10023 (212) 734-9655, Fax (212) 734-8697  
24 Fifth Avenue, NYC 10011 (212) 473-2044, Fax (646) 514-0701  
Bridge Tower Place®, 401 East 60th St, NYC 10022 (212) 863-3262, Fax (212) 986-3207  
The Beaux Arts, 307-310 East 44th St, NYC 10017 (212) 986-6655, Fax (212) 986-3207  
RiverWatch, 70 Battery Pl, NYC 10280 (212) 619-2600, Fax (212) 619-4416  
Village & Chelsea Apartments, NYC (212) 896-5570, Fax (212) 245-5945  
Upper East Side/Walk-up Apartments, NYC (212) 734-9655, Fax (212) 734-8697

## PROCEDURE TO RENT

**Qualifying applicants must earn a total annual household income of 40x the monthly rent and guarantors must earn an annual household income of 80x the monthly rent.**

To apply for an apartment, submit an application plus backup documents to the leasing agent. You may do this in person, via fax, or on-line. To apply on-line please visit our website at [www.brodskyorg.com](http://www.brodskyorg.com). Then, click rentals, select the building you would like, and click “apply on-line”.

**APPLICANT(S) AND GUARANTOR(S);** The following information is required:

- Completed Application Form (Credit check will be performed)
- Non-refundable application fee in the amount of \$75, payable by credit/debit card or check (made payable to ON-SITE.com)
- Photo identification (Driver’s License, Passport)
- Most current bank statements
- Employment letter on company letterhead stating salary and position or CPA letter if self-employed
- Current pay stub (3 most recent consecutive stubs)
- W-2 or Federal Income Tax Return
- Signed Authorization to Release Records document

### **CORPORATE APPLICANTS**

- Completed Corporate Application Form (Credit check will be performed)
- Non-refundable application fee in the amount of \$150, payable by credit/debit card or check (made payable to ON-SITE.com)
- Certified Financial Statements
- Corporate Tax Returns (two (2) most recent consecutive returns)

**Corporate leases must be guaranteed by an individual** (*see guarantor requirements*).

**LEASE SIGNING:** Within 24 hours you will be required to submit photo ID, requested back up documents, and **TWO (2) SEPARATE CERTIFIED CHECKS** made payable to: **163-170 East 81<sup>st</sup> Street Associates, LP**, representing the first months rent and security deposit. The lease signing will take place in the leasing office if possible. If the leases cannot be signed in the presence of the Leasing Agent, all signatures must be notarized.

**168-170 EAST 81ST STREET RENTAL APPLICATION**

NOTICE: All adult applicants (18 years or older) must complete a separate application for rental.

APARTMENT:	RENT:	SECURITY DEPOSIT:	AGENT:
START DATE:	LEASE LENGTH:	BROKER:	BROKER PHONE:
REFERRAL/SOURCE:	REASON FOR MOVE:	IF RESIDENT REFERRAL: NAME, ADDRESS AND PHONE:	

**APPLICANT INFORMATION**

FIRST NAME	M.I.	LAST NAME	SUFFIX	SSN	DATE OF BIRTH
HOME PHONE ( )	WORK PHONE ( )	CELL PHONE ( )	EMAIL		

**ADDITIONAL OCCUPANT(S)**

NAME	RELATIONSHIP	NAME	RELATIONSHIP
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**CURRENT ADDRESS**

STREET ADDRESS	CITY	STATE	ZIP
LANDLORD/MANAGING AGENT NAME		LANDLORD/MA PHONE ( )	
MONTHLY RENT	DATE IN	DATE OUT	REASON FOR LEAVING

**PREVIOUS ADDRESS (if less than 2 years at current)**

STREET ADDRESS	CITY	STATE	ZIP
LANDLORD/MANAGING AGENT NAME		LANDLORD/MA PHONE ( )	
MONTHLY RENT	DATE IN	DATE OUT	REASON FOR LEAVING

**BANK INFORMATION**

CHECKING ACCOUNT BANK NAME	ACCOUNT NUMBER	PHONE NUMBER ( )
SAVINGS ACCOUNT BANK NAME	ACCOUNT NUMBER	PHONE NUMBER ( )
OTHER ACCOUNT BANK NAME	ACCOUNT NUMBER	PHONE NUMBER ( )

**CURRENT EMPLOYMENT**

OCCUPATION - PRESENT	EMPLOYER/COMPANY	EMPLOYER ADDRESS	
SUPERVISOR NAME	SUPERVISOR PHONE ( )	ANNUAL SALARY	START DATE

**PREVIOUS/ADDITIONAL EMPLOYMENT & INCOME INFORMATION**

OCCUPATION - <input type="checkbox"/> ADD'L <input type="checkbox"/> PREVIOUS	EMPLOYER/COMPANY	SUPERVISOR NAME	SUPERVISOR PHONE ( )	ANNUAL SALARY	START DATE
OTHER INCOME DESCRIPTION			ANNUAL INCOME		

**BUSINESS/CPA REFERENCES (if self-employed)**

NAME	ADDRESS	PHONE ( )	RELATIONSHIP
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**EMERGENCY CONTACT**

NAME	ADDRESS	PHONE ( )	RELATIONSHIP
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**BACKGROUND INFORMATION**

Have you ever been evicted, sued by a landlord, or otherwise dispossessed?  Yes  No

IF YOU ARE A STUDENT? School \_\_\_\_\_ Degree \_\_\_\_\_ Estimated Graduation Date \_\_\_\_\_

Drivers License Number	State Issued	Plate	Manufacturer	Model/Year
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**PETS -- ONE PET UP TO 50 LBS or TWO PETS UP TO 25 LBS EACH PERMITTED**

NUMBER OF PETS	TYPE(S)/BREED(S)	WEIGHT(S) FULL GROWN	AGE(S)	DESCRIBE
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I warrant that all statements above set forth are true. I further represent that I am not renting a room or an apartment under any other name, nor have I ever been dispossessed from any apartment, nor am I now being dispossessed. I hereby give my permission to conduct inquiries concerning my income, credit history, residence, banking relationships, character and reputation for the purpose of verifying information, provided by me, on any apartment rental/purchase application. If this application is approved, I further authorize Owner or its agent(s) to conduct further credit inquiries. I understand there are no limitations or restrictions regarding what may be discussed or revealed. I am aware that a credit history, OFAC search, and landlord/tenant court record search will be done in conjunction with my application. I understand that I may have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. I hereby hold On-Site Manager, Inc., 168-170 East 81st Street, and its agents free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy with current and former landlords property managers, supervisors, or employers. No representations or agreements by Salespersons, Brokers or others are to be binding on 168-170 East 81st Street and/or any party connected with its business organization unless included in the written lease proposed to be executed. By submitting this application, I represent that I have viewed the apartment I am applying for in person. I further represent that Owner makes no guarantee regarding the status of this application or the availability of any apartment. If a lease is approved and executed, this completed application form becomes a part of that certain lease.

\_\_\_\_\_  
 (Signed/Applicant) Date

**BILLING INFORMATION FOR APPLICATION FEE**

CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	NAME ON CARD	CARD NUMBER	EXPIRATION DATE /
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I authorize ON-SITE MANAGER, INC to charge \$75.00 per applicant to the above credit card. I agree to pay this charge according to the terms of my Cardholder Agreement. This fee is non-refundable and exclusive of any other fee. This payment does not bind the referring Owner or Landlord to any obligation to rent, and the reports furnished are the sole property of Owner or Landlord and On-Site Manager, Inc. (866 2 ON SITE).

\_\_\_\_\_  
 (Card Holder) Date





## AUTHORIZATION TO RELEASE RECORDS

FAX TO: 877 FAX ON-SITE (877-329-6674)

I authorize the below parties to verify any and all requested information and to provide written support as necessary to On-Site.com.

\_\_\_\_\_  
*(PRINT Applicant Name)*

\_\_\_\_\_  
*(Applicant Signature)*

\_\_\_\_\_  
*Date*

*Please ensure that the below information is completed IN FULL. Inform your references that On-Site.com will be contacting them, and indicate the importance of a prompt response.*

### 1. LANDLORD

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(Contact)*

\_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
*(Fax)*

### 2. BANK

\_\_\_\_\_  
*(Company)*

\_\_\_\_\_  
*(Contact)*

\_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
*(Fax)*

### 3. EMPLOYER / ACCOUNTANT

\_\_\_\_\_  
*(Company)*

\_\_\_\_\_  
*(Contact)*

\_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
*(Fax)*

*If your employer uses an automated service to verify records (such as "The Work Number"), you must obtain this documentation yourself and fax it to On-Site.com 877-FAX-ON-SITE (877-329-6674)*